



UTAH VALLEY UNIVERSITY

Policies and Procedures

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Proposed Policy Number and Title: 245 Receiving Goods and Services		
Existing Policy Number and Title:		
Approval Process*		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input checked="" type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	
*See UVU Policy #101 <i>Policy Governing Policies</i> for process details.		

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Draft Number and Date: Stage 4

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President's Council Sponsor: Val Peterson **Ext.** 8424

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Policy Steward: Ryan Lindstrom **Ext.** 8303

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POLICY APPROVAL PROCESS DATES	
Policy Drafting and Revision Entrance Date: <u>09/20/2012</u>	POST APPROVAL PROCESS Verify: <ul style="list-style-type: none"><input type="checkbox"/> Policy Number<input type="checkbox"/> Section<input type="checkbox"/> Title<input type="checkbox"/> BOT approval<input type="checkbox"/> Approval date<input type="checkbox"/> Effective date<input type="checkbox"/> Proper format of Policy Manual posting<input type="checkbox"/> TOPS Pipeline and Archives update
University Entities Review Entrance Date: <u>03/28/2013</u>	
University Community Review Entrance Date: <u>05/09/2013</u> Open Feedback: <u>05/09/2013</u> Close Feedback: <u>05/30/2013</u>	Policy Office personnel who verified and posted this policy to the University Policy Manual Name: _____ Date posted and verified: <u>MM/DD/YYYY</u>
Board of Trustees Review Entrance Date: <u>05/30/2013</u> Approval Date: _____	

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June 11, 2013



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POLICY TITLE	Receiving Goods and Services	Policy Number	245
Section	Financial Affairs and Development	Approval Date	
Subsection	Procurement	Effective Date	
Responsible Office	Office of the Vice President of Finance and Administration		

1.0 PURPOSE

1.1 This policy outlines responsibilities and procedures for receiving goods and services purchased with purchase orders.

2.0 REFERENCES

2.1 Utah Procurement Code, Utah Code Annotated, sections 63G-6a-101 et seq.

2.2 Utah Uniform Commercial Code, Utah Code Annotated, sections 70A-2-101 et seq.

2.3 UVU Policy 241 *University Procurement*

3.0 DEFINITIONS

3.1 Construction: The process of building, renovating, altering, improving, repairing or demolishing any University structure or building, major developmental work, or landscaping of University real property. It does not include the routine operation, routine repair, or routine maintenance of existing structures, buildings, or real property.

3.2 Goods: Anything purchased other than services, construction, or real property.

3.3 Services: The furnishing of labor, time, or effort by a vendor that does not involve the delivery of a specific end product, other than reports. It does not include employment agreements or collective bargaining agreements.

3.4 Real property: Land and its permanently affixed buildings or structures and related fixtures.

4.0 POLICY

4.1 The Receiving department is responsible for receiving all goods and services ordered with a purchase order and distributing all goods delivered through it.

4.2 Procurement Services is responsible for overseeing the following processes for orders placed with a purchase order: (1) arranging the filing of all claims for damaged materials acquired through a purchase

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order; (2) initiating requests for replacement shipments; and (3) resolving errors and challenges associated with incorrect order fulfillment or products that are not as represented in the offer.

5.0 PROCEDURES

5.1 Receipt of Goods and Services

5.1.1 The receipt of goods and/or services ordered with a purchase order must be acknowledged by the requisitioning department in compliance with the Receiving department's guidelines.

5.1.2 If a requisitioning department decides to return an order or partial order, the requisitioning department is responsible to coordinate the return process. Any restocking fee, if charged by the vendor, is the responsibility of the requisitioning department.

5.2 Inspection and Damage

5.2.1 The Receiving department will inspect all shipments for obvious damage, irregularities, or other discrepancies. The requisitioning department is responsible for the acceptance of goods and should carefully inspect all shipments received.

5.2.2 Upon discovery of any damages, irregularities, nonconformity with specifications, or other discrepancies, the requisitioning department should immediately notify Procurement Services in writing. The following information should be included:

- 1) Purchase order number;
- 2) Vendor name;
- 3) Date received;
- 4) Goods damaged or affected by discrepancies, irregularities, or nonconformity with specifications, together with a detailed description thereof;
- 5) Condition of packaging upon receipt;
- 6) Current location of goods.

5.2.3 Requisitioning departments must report any damaged shipment to Procurement Services within two days after delivery to the requisitioning department by the Receiving department to allow time for filing a claim and preparing the goods for return.

5.2.4 If a good needs to be returned due to damage or a mistake made by the vendor or shipping company, Procurement Services will coordinate the return.



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5.2.5 Requisitioning departments shall preserve all damaged goods in the condition in which they were received and shall keep damaged goods in the original shipping containers until instructions for handling are received from Procurement Services.

5.2.6 Procurement Services shall coordinate the process of filing claims for damaged goods acquired through a purchase order and initiate requests for replacement shipments.

POLICY HISTORY

Date of Last Action	Action Taken	Authorizing Entity